

May 5, 2003

**Request For Proposals
Administrative Subcontractor Services
City of Calexico**

The City of Calexico is soliciting a PROPOSAL from qualified housing consultants and housing consulting firms to provide Administrative Subcontractor services related to the City's participation in the State of California 2002 HOME First-Time Homebuyers Program. Services include: application preparation, implementation, loan underwriting, and grant administration.

Proposal and Submittal Requirements

Responses to the RFP are to be submitted in the following format:

1. Proposals

- a. A brief history and summary of your firm's qualifications, including an indication if your firm is a small business and/or a minority or woman-owned business.
- b. The experience of your firm as it pertains to:

"First Time Home Buyer" HOME grant application, implementation, and grant administration,

Secific experience with regard to Housing Grant administration in the City of Calexico and neighboring communities.
- c. A list of grants for which your firm prepared applications, conducted the work, and provided grant administration along with a short description of the work.

Provide the name and telephone number for a minimum of three references for work performed.

2. Proposed Scope of Work

A discussion of the general tasks and timeline your firm proposes to carry out the requested services. (The consultant will be expected to work with the City to finalize the specific tasks to be included in the grant application.)

3. Project Personnel and Their Availability

Resumes of the key personnel from your firm who would be assigned to perform the services described and their availability.

4. Cost of Proposed Services

Cost estimates for preparation of the HOME Application, and grant administration services.

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal and review as long as City procedures remain consistent with State Department of Housing and Community Development (HCD) procurement requirements.

Requested Scope of Work

The scope of work includes ongoing services to the City in the HOME housing program for a three year period on an as-needed basis. It may include (1) preparation of other reports and studies as may be necessary; (2) preparation of guidelines for program income and program monitoring; and, (3) advising the City of the availability of additional sources of funds for similar housing programs.

Selection Process

The City of Calexico staff will review the Proposals and recommend a consultant to the City Council based on the following selection criteria:

1. General firm and individual experience.
2. Specific grant application, implementation, and administration experience.
3. Knowledge of the City of Calexico and experience with HOME first time homebuyer programs and projects in Imperial County.
4. Woman or Minority Owned Business
5. Staff availability.
6. Ability to complete the projects in a timely manner, based on past performance.

Additional questions may be asked of the respondents and formal interviews may be conducted.

Please submit three (3) copies of the Proposal by 5:00 p.m. on May 29, 2003.

To: Ralph Morales
Economic and Community Development Director
Calexico Redevelopment Agency
608 Heber Avenue
Calexico, CA 92231

By order of the City Clerk
Lourdes Cordova